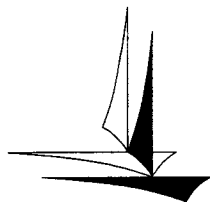


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Minneapolis
City of Lakes

Office of the Mayor

R. T. Rybak
Mayor

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Minneapolis MN 55415-1393

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December 3, 2003

Executive Committee
City Hall - Room 333
350 South Fifth Street
Minneapolis, MN 55415

SUBJECT: Reappointment of Jay Heffern as City Attorney

Dear Executive Committee Members:

Upon successful performance and work plan reviews in 2003, I am reappointing Jay Heffern as City Attorney for a term of 2 years, beginning January 2, 2004 and ending January 1, 2006. Mr. Heffern has been the City Attorney since 1997.

Sincerely,

Mayor R.T. Rybak
Chair, Executive Committee

cc: Council Member Johnson, Chair, Ways & Means Committee
John Moir, City Coordinator
Jay Heffern, City Attorney